

AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

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YES NO 10. Questionnaire	(Place an "X" in the proper co	ligma)	
~ ! 1	ial copy of the series?		
X If not, where is			
b. Does the series	contain confidential information	requiring security handling? If yes, cite law or regul	ation.
X c. Is this a vital re	cord?	1	
		arch value?	
		necessary to keep the entire file for a long period, cou	ld these
	cheduled separately?		
× f. Is the informat	ion contained in this series ever p	published? If yes, attach copy.	
g. Is the informat	ion contained in this series ever a	nalyzed and/or recorded in a summarized report?	
	00 <u>Y</u> .		The second secon
	cation of this series in your office	e, or in another office or agency?	· ·
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11. Retention Requirements	•	es the series to be kept:	بيدر منطقطيني ولايف ديود ديد ديد الميدون و دود و المستحدث
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a. State Law	years.	· · · · · · · · · · · · · · · · · · ·	years.
b. Statute of limitation	years,		50years.
c. Federal law		f. Federal retention instructions	3 years.
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	aws or regulations. Explain admir		, ,
		inated for reasons outlined in policy	
		g employment at age 18, 50 years shou	ia serve
for a normal life,	span for an individual	in active employment.	
12. Approved Disposition Instr		ends that the file series be cut off at the end of each:	•
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These instructions apply to	all prior and future accumulation	ons of the series.	
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Agency Head/Designee /Signa	ture) Date	Records Management Officer (Signature)	Date
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c/s prof.		The state of the s	
		State Records Committee (Signature)	Date
Recommendations in para-		1/alk	
graph 12 are approved.	State Auditor/Designee	W/ Mille	1-14.87
(If disapproved, attach letter		Edward Weldon-	1/12/87
of explanation.)	Secretary of State/Designee	Laware and	-Y-1-1-
•	Attornay Ganaral/Dasianas	1 11	1/00/10
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